

Overview

This business process guide demonstrates how to generate and print the TA or GA contracts in a batch process. Use this process if you want to print multiple contracts for different individuals in a single batch.

Note: The contracts must exist in the system before you can run this process.

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Generate and Print the Teaching Associate Contracts Using the Batch Process

The contract data that exists in the system for the teaching associate will appear on the **Contract Appointment** letter/**Terms and Conditions** page. This section demonstrates how to generate and print the teaching associate contracts using the batch process.

Note: You can run the TA batch contracts only for those TAs who have the same Supervisor.

**Log in to
SJSU@Work**

1. From the **Main Menu**, navigate to **SJSU Human Resources > Workforce Administration**.
2. Click **Batch Contracts for TA**.



The Batch Process for TA Contracts search page displays.

3. Click the **Search** button.

Batch Process for TA Contracts

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Search](#)

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

The Batch Process for TA Contracts search results display.

4. Select a **Run Control ID** by clicking the appropriate hyperlink.

Batch Process for TA Contracts

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search by: Run Control ID begins with

Case Sensitive

Search [Advanced Search](#)

Search Results

View All First 1-10 of 10 Last

Run Control ID	Language Code
Attendance	English
BatchContractsTA	English
BatchContractsTempFac	English
ExpenseAdjustment	English
RUNTIMESHEET	English
SYNAPTIS	English
StuTimeApprvlRep	English

The TF Batch Contract page displays.

5. **Term:** Use the lookup button to search the appropriate term.
6. **Due Date:** (Optional.) Enter due date.
7. **Dean's Name:** Enter your Dean's name.
8. Enter criteria to run by either EmplIDs or Dept:
 - **EmplID:** Enter the employee ID of the individuals for whom you want to run the contracts. Click the **Add [+]** button to insert additional EmplIDs, if needed.
 - **Dept:** Enter your department ID.

Note: If you run the batch process by DeptID, it will only print the new or unprinted contracts for that department. The process will not pickup any contracts that have been printed in the past. If you want to print any contracts that have been printed in the past, run the Batch process by EmplID.

9. Click the **Run** button.

The screenshot shows the 'TA Batch Contract' web application. At the top, there is a header with 'TA Batch Contract' and a 'Run' button. Below the header, there are several input fields: 'Run Control ID' (BatchContractsTA), 'Report Manager', 'Process Monitor', and 'Run'. The main form contains fields for 'Term' (2064), 'Due Date', 'Dean's Name' (XYZ), and 'Supervisor's Name & Phone' (John Smith 408-924-1000). A table with columns 'EmplID', '+', and '-' is displayed, showing two rows of employee IDs: 003601794 and 003867137. An arrow points to the '+' button in the first row. To the right of the table is a search field for 'Dept' with a magnifying glass icon. Below the table, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

The Process Scheduler Request page displays.

10. Verify the settings if you are running this for the first time. Otherwise, the settings remain:

- **Server Name:** PSUNX
- **Type:** Web
- **Format:** PDF

11. Click the **OK** button.

Process Scheduler Request

User ID: _____ Run Control ID: BatchContractsTA

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	GA/TA Batch Contracts	SJTF001	SQR Report	Web	PDF	Distribution

The TA Batch Contract page displays.

12. Click the **Process Monitor** hyperlink.

TA Batch Contract

Run Control ID: BatchContractsTA [Report Manager](#) [Process Monitor](#)

Term: Due Date:

Dean's Name:

Supervisor's Name & Phone:

OR Dept:

EmpID		
1 003601794	<input button"="" type="button" value="-"/>	
2 003867137	<input button"="" type="button" value="-"/>	

The Process List page displays.

13. Wait at least 15 seconds, and then click the **Refresh** button.
14. Continue waiting and then clicking the Refresh button until Run Status changes to **Success** and Distribution Status changes to **Posted**.
15. Click the **Details** link.

View Process Request For

User ID: Type: Last: 5 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	219638		SQR Report	SJTF001	TMISTRY	01/10/2007 11:46:23AM PST	Success	Posted	Details
<input type="checkbox"/>	219637		SQR Report	SJTF001	TMISTRY	01/10/2007 11:44:27AM PST	Success	Posted	Details
<input type="checkbox"/>	219636		SQR Report	SJTF001	TMISTRY	01/10/2007 11:40:32AM PST	Success	Posted	Details
<input type="checkbox"/>	219635		SQR Report	SJTF001	TMISTRY	01/10/2007 11:27:03AM PST	Success	Posted	Details
<input type="checkbox"/>	219634		SQR Report	SJTF002	TMISTRY	01/10/2007 10:55:19AM PST	Success	Posted	Details

The Process Detail page displays.

16. Click the **View Log/Trace** hyperlink.

Process Detail

Process

Instance: 219638 Type: SQR Report
 Name: SJTF001 Description: GA/TA Batch Contracts
 Run Status: Success Distribution Status: Posted

Run	Update Process
Run Control ID: BatchContractsTA Location: Server Server: PSUNX Recurrence:	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 01/10/2007 11:46:25AM PST	Parameters Transfer
Run Anytime After: 01/10/2007 11:46:23AM PST	Message Log
Began Process At: 01/10/2007 11:46:38AM PST	Batch Timings
Ended Process At: 01/10/2007 11:46:51AM PST	View Log/Trace

The View Log/Trace page displays.

17. Click the PDF hyperlink.

View Log/Trace

Report		
Report ID: 733049	Process Instance: 219638	Message Log
Name: SJTF001	Process Type: SQR Report	
Run Status: Success		

GATA Batch Contracts

Distribution Details

Distribution Node: HSJTST	Expiration Date: 01/12/2007
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File List

Name	File Size (bytes)	Datetime Created
Message Log	1,573	01/10/2007 11:46:51.000000AM PST
sjtf001_219638.PDF	6,227	01/10/2007 11:46:51.000000AM PST
Trace File	418	01/10/2007 11:46:51.000000AM PST

Distribute To

Distribution ID Type	*Distribution ID
User	TMISTRY

The Statement of Terms and Conditions of Employment PDF document displays.

18. Verify the data to make sure that it generated contracts for all the EmplIDs you entered in the criteria, or if you ran the process by DeptID, it generated the contracts for all TAs for that department with the same supervisor.

Statement of Terms and Conditions of Employment
 College of Humanities & Arts
 San Jose State University

TO: Tom Cruise Date: January 10, 2007

On the recommendation of the Department/School of Foreign Languages and on behalf of the Provost, I am pleased to offer you a temporary Teaching Associate appointment at San Jose State University. The position is covered by the CSU-UAW Agreement June 24, 2005 - September 30, 2008. For additional information from the UAW go to <http://www.uaw4123.org>. The specific terms and conditions of this appointment are as follows:

Appointment Level/FTE	Appointment Period	Effective Dates
Part-time: 0.33 (1/3)	Semester Appointment - Fall 2006	21-AUG-2006 to 20-DEC-2006
Rank	Full Time Monthly Base	Total Term Salary
Teaching Associate	\$1,967.00	\$3,934.02

Supervisor's Contact Name & Campus Phone: John Smith 408-924-1000

For any appointment as a Teaching Associate, with a time fraction of 0.50 or greater for more than 6 months, contact Human Resources for information regarding benefits at (408) 924-2250. To view the benefit summary sheet go to http://www.calstate.edu/Benefits/Summaries/2005_Teaching%20Associates.pdf. For additional information please refer to

This appointment is governed by the appropriate rules of the University and by the rules and regulations of the Trustees of the California State University. For a Teaching Associate appointment of multiple academic terms, employment for the initial academic term shall not be conditioned upon budget or enrollment. Employment for subsequent academic terms shall be conditioned on budget and enrollment. Nothing herein prevents a campus, at its sole discretion, from offering an appointment for multiple academic terms whereby employment following the initial term is not conditioned upon budget or

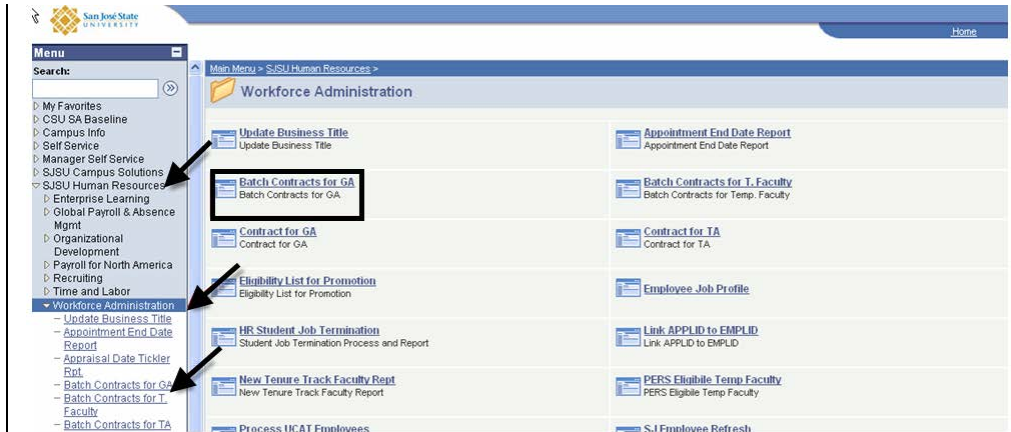
Generate and Print the Graduate Assistant Contracts Using the Batch Process

The contract data that exists in the system for the graduate assistant will appear on the **Contract Appointment** letter/**Terms and Conditions** page. This section demonstrates how to generate and print the graduate assistant contracts using the batch process.

Note: You can run the GA batch contracts only for those GAs who have the same Supervisor.

The Workforce Administration page displays.

1. From the **Main Menu**, navigate to **SJSU Human Resources > Workforce Administration**.
2. Click **Batch Contracts for GA**.



The Batch Process for GA Contracts search page displays.

3. Click the **Search** button.

Batch Process for GA Contracts

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

The Batch Process for GA Contracts search results display.

4. Select a **Run Control ID** by clicking the appropriate hyperlink.

Batch Process for GA Contracts

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search by: Run Control ID begins with

Case Sensitive

Search

[Advanced Search](#)

Search Results

Run Control ID	Language Code
Attendance	English
BatchContractsGA	English
BatchContractsTA	English
BatchContractsTempFac	English
ExpenseAdjustment	English
RUNTIMESHEET	English
SYNAPTIS	English
StuTimeApprvlRep	English
TIMEADMIN	English
TMISTRY	English
report	English

The GA Batch Contract page displays.

5. **Term:** Use the lookup button to search the appropriate term.
6. **Due Date:** (optional.) Enter due date.
7. **Dean's Name:** Enter your Dean's name.
8. Enter criteria to run by either EmplIDs or Dept:

- **EmplID:** Enter the employee ID of the individuals for whom you want to run the contracts. Click the **Add [+]** button to insert additional EmplIDs, if needed.
- **Dept:** Enter your department ID.

Note: If you run the batch process by DeptID, it will only print the new or unprinted contracts for that department. The process will not pickup any contracts that have been printed in the past. If you want to print any contracts that have been printed in the past, run the Batch process by EmplID.

9. Click the **Run** button.

The screenshot shows the 'GA Batch Contract' web application interface. At the top, there is a header with the title 'GA Batch Contract' and a 'Run' button. Below the header, the 'Run Control ID' is 'BatchContractsGA', and there are links for 'Report Manager' and 'Process Monitor'. The 'Process Instance' is '219672'. The main form contains several input fields: 'Term' with the value '2072', 'Due Date' (empty), 'Dean's Name' with the value 'Salma Hayek', and 'Supervisor's Name & Phone' with the value 'Sandra Bullock 408-924-0000'. Below these fields is a table with columns for 'EmplID' and 'Dept'. The 'EmplID' column has a value '1' and a search icon. The 'Dept' column has a value '1209' and a search icon. An arrow points to the 'Dept' search icon. At the bottom of the form, there is a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

The Process Scheduler Request page displays.

10. Verify settings if you are running this for the first time. Otherwise, the settings remain:

- **Server Name:** PSUNX
- **Type:** Web
- **Format:** PDF

11. Click the **OK** button.

Process Scheduler Request

User ID: TMISTRY Run Control ID: BatchContractsGA

Server Name: PSUNX Run Date: 01/11/2007
 Recurrence: Run Time: 10:41:10AM [Reset to Current Date/Time](#)
 Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	GA/TA Batch Contracts	SJTF001	SQR Report	Web	PDF	Distribution

OK Cancel

The GA Batch Contract page displays.

12. Click the **Process Monitor** hyperlink.

GA Batch Contract

Run Control ID: BatchContractsGA [Report Manager](#) **Process Monitor** [Run](#)
 Process Instance: 219672

Term: 2072 Due Date:

Dean's Name: Salma Hayek

Supervisor's Name & Phone: Sandra Bullock 408-924-0000

OR Dept: 1209

EmpID		
1	<input type="text"/>	<input type="text"/>

Save Return to Search Previous in List Next in List Notify Add Update/Display

The Process List page displays.

13. Wait at least 15 seconds, and then click the **Refresh** button.
14. Continue waiting and then clicking the Refresh button until Run Status changes to **Success** and Distribution Status changes to **Posted**.
15. Click the **Details** link.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	219673		SQR Report	SJTF001	TMISTRY	01/11/2007 10:41:10AM PST	Success	Posted	Details
<input type="checkbox"/>	219672		SQR Report	SJTF001	TMISTRY	01/11/2007 10:27:19AM PST	Success	Posted	Details
<input type="checkbox"/>	219671		SQR Report	SJTF002	TMISTRY	01/11/2007 9:51:49AM PST	Success	Posted	Details
<input type="checkbox"/>	219670		SQR Report	SJTF002	TMISTRY	01/11/2007 9:49:56AM PST	No Success	Posted	Details
<input type="checkbox"/>	219638		SQR Report	SJTF001	TMISTRY	01/10/2007 11:46:23AM PST	Success	Posted	Details

The Process Detail page displays.

16. Click the **View Log/Trace** hyperlink.

Process

Instance: 219673 Type: SQR Report
 Name: SJTF001 Description: GATA Batch Contracts
 Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: BatchContractsGA
 Location: Server
 Server: PSUNX
 Recurrence:

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 01/11/2007 10:42:16AM PST
 Run Anytime After: 01/11/2007 10:41:10AM PST
 Began Process At: 01/11/2007 10:42:29AM PST
 Ended Process At: 01/11/2007 10:42:41AM PST

[Parameters](#) Transfer
[Message Log](#)
 Batch Timings
[View Log/Trace](#)

The View Log/Trace page displays.

17. Click the PDF hyperlink.

View Log/Trace

Report		
Report ID: 733081	Process Instance: 219674	Message Log
Name: SJTF001	Process Type: SQR Report	
Run Status: Success		

GATA Batch Contracts

Distribution Details

Distribution Node: HSJTST	Expiration Date: 01/13/2007
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File List

Name	File Size (bytes)	Datetime Created
Message Log	1,573	01/11/2007 10:50:00.000000AM PST
sjtf001_219674.PDF	6,062	01/11/2007 10:50:00.000000AM PST
Trace File	418	01/11/2007 10:50:00.000000AM PST

Distribute To

Distribution ID Type	*Distribution ID
User	TMISTRY

The Statement of Terms and Conditions of Employment page displays.

18. Verify the data to make sure that it generated all the new contracts for the GAs of that department with the same supervisor.

Statement of Terms and Conditions of Employment
College of Humanities & Arts
San Jose State University

TO: Angeline Jolie

Date: January 11, 2007

On the recommendation of the Department/School of Foreign Languages and on behalf of the Provost, I am pleased to offer you a temporary Graduate Assistant appointment at San Jose State University. The position is covered by the CSU-UAW Agreement June 24, 2005 - September 30, 2008. For additional information from the UAW go to <http://www.uaw4123.org>. The specific terms and conditions of this appointment are as follows:

Appointment Level/FTE	Appointment Period	Effective Dates
Part-time: 0.20 (1/5)	Semester Appointment - Spring 2007	23-JAN-2007 to 29-MAY-2007
Rank	Full Time Monthly Base	
Graduate Assistant AY	\$10,000.00	

Supervisor's Contact Name & Campus Phone: John Snow 408-924-9999

For additional information please refer to the Academic Senate policy at <http://www2.sjsu.edu/senate/s00-7.htm> or contact the Office of Faculty Affairs at (408) 924-2450.

This appointment is governed by the appropriate rules of the University and by the rules and regulations of the Trustees of the California State University. For a Graduate Assistant appointment of multiple academic terms, employment for the initial academic term shall not be conditioned upon budget or enrollment. Employment for subsequent academic terms shall be conditioned on budget and enrollment. Nothing herein prevents a campus, at its sole discretion, from offering an appointment for multiple academic terms whereby employment following the initial term is not conditioned upon budget or enrollment.

Where an appointment for an academic term is on a conditional basis, the University has the unfettered right to rescind